



State Professional Development Center

2014 Summer Schedule

- July, August, September -

PD Code/ Session #	Class Name	Dates & Times	Cost
PD3002 /0052	Contemporary Writing Skills	July 10 8:30 a.m. - 4:30 p.m.	\$123
PD5066 /0024	The Leadership Challenge Series	July 15, 16 & 23 8:30 a.m. - 4:30 p.m.	\$400 + 10% materials fee
PD5064 /0012	Excel 2010 - Beginning	July 16 9:00 am. - 3:00 p.m.	\$110 + \$10 Lab Fee
PD5065 /0020	Excel 2010 - Intermediate Class is full (05/29/2014)	July 22 9:00 am. - 3:00 p.m.	\$110 + \$10 Lab Fee
PD5082 /0004	Effective Management Series - Billings See list of classes, dates and times below	July 22, 23, 29, 30 August 5, 6, 12, 13 8:30 a.m. - 4:30 p.m.	\$570 for the Series + 10% materials fee
	PD1002 - 0041 Approaching Supervision	July 22 8:30 a.m. - 4:30 p.m.	\$123 + \$15 Open Enrollment Gallup Assessment Fee
	PD5027 - 0016 Myers-Briggs & Communication	July 23 8:30 a.m. - 4:30 p.m.	\$123 + \$30 Open Enrollment Fee MBTI Assessment & Guide
	PD2028 - 0008 Performance Management	July 29 8:30 a.m. - 4:30 p.m.	\$123
	PD2010 - 0048 Documenting Disciplinary Action	July 30 8:30 a.m. - 4:30 p.m.	\$123
	PD5049 - 0007 Planning & Labor Relations	August 5 8:30 a.m. - 4:30 p.m.	\$123
	PD1017 - 0049 Managing Conflict	August 6 8:30 a.m. - 4:30 p.m.	\$123 + \$18 Open Enrollment Fee Thomas Kilman Conflict Instrument
	PD5093 - 0001 Employee Accountability	August 12 8:30 a.m. - 4:30 p.m.	\$123
	PD5084 - 0004 Simulation	August 13 8:30 a.m. - 4:30 p.m.	\$123
PD5093 /0002	Employee Accountability NEW	July 24 8:30 a.m. - 4:30 p.m.	\$123
PD5079 /0003	Governance Web 2.0 NEW	August 5 8:30 a.m. - 4:30 p.m.	\$123
PD5067 /0014	Excel 2010 - Advanced	August 6 9:00 a.m. - 3:00 p.m.	\$110 + \$10 Lab Fee
PD1048 /0005	Moving from Stress to Well-Being	August 7 8:30 a.m. - 4:30 p.m.	\$123
PD4019 /0014	Generations in the Workplace Billings	August 7 8:30 p.m. - Noon	\$95



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PD5046 /0039	Exploring Emotional Intelligence	August 12 8:30 a.m. - 4:30 p.m.	\$123 + \$34 (Talent Smart EQ Self-Assessment)
PD3006 /0033	Writing Job Descriptions	August 13 8:30 a.m. - 4:30 p.m.	\$123
PD5098 /0001	Writing Clearly and Concisely NEW	August 14 8:30 a.m. - Noon	\$95
PD5017	The Respectful Workplace NEW	August 19 8:30 a.m. - 4:30 p.m.	\$123
PD5096 /0001	Grammatically Correct NEW	August 21 8:30 a.m. - Noon	\$95
PD5081 /0003	Transformational Leadership Series - see list of classes, dates and times below	August 26, September 3, 9, 16, 23 & 30 8:30 a.m. - 4:30 p.m.	\$505 for the series + 10% materials fee
	PD5075 - 0004 Leadership in Action	August 26 8:30 a.m. - 4:30 p.m.	\$123
	PD2009 - 0025 Creating a Motivating Environment	September 3 8:30 a.m. - 4:30 p.m.	\$123
	PD5085 - 0002 Vision & Change	September 9 8:30 a.m. - 4:30 p.m.	\$123
	PD50071 - 0009 From Me to We: Effective Collaboration	September 16, 23 8:30 a.m. - 4:30 p.m.	\$190
	PD1032 - 0007 Teambuilding	September 30 8:30 a.m. - 4:30 p.m.	\$123
PD5097 /0001	Punctuation for Clarity NEW	August 27 8:30 a.m. - Noon	\$95
PD5082 /0005	Effective Management Series - see list of classes, dates and times below.	August 27, 28, September 4, 10, 11, 17, 18 & 25 8:30 a.m. - 4:30 p.m.	\$570 for the Series + 10% materials fee
	PD1002 - 0042 Approaching Supervision	August 27 8:30 a.m. - 4:30 p.m.	\$123 + \$15 Open Enrollment Gallup Assessment Fee
	PD2010 - 0049 Documenting Disciplinary Action	August 28 8:30 a.m. - 4:30 p.m.	\$123
	PD1017 - 0050 Managing Conflict	September 4 8:30 a.m. - 4:30 p.m.	\$123 + \$18 Open Enrollment Fee Thomas Kilman Conflict Instrument
	PD5027 - 0017 Myers-Briggs & Communication	September 10 8:30 a.m. - 4:30 p.m.	\$123 + \$30 Open Enrollment Fee MBTI Assessment & Guide
	PD5083 - 0004 Diversity Management	September 11 8:30 a.m. - 4:30 p.m.	\$123
	PD2028 - 0009 Performance Management	September 17 8:30 a.m. - 4:30 p.m.	\$123



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	PD5049 - 0008 Planning & Labor Relations	September 18 8:30 a.m. - 4:30 p.m.	\$123
	PD5084 - ____ Simulation	September 25 8:30 a.m. - 4:30 p.m.	\$123
PD5095 /0001	Effective E-mail Writing <i>NEW</i>	September 3 8:30 a.m. - Noon	\$95
PD5087 /0003	Citizen Engagement in the 21st Century <i>NEW</i>	September 4 8:30 a.m. - 4:30 p.m.	\$123
PD5022 /0040	Records and Information Management	September 9 9:00 a.m. - 3:00 p.m.	\$110
PD1007 /0006	Decision Making <i>NEW</i>	September 10 8:30 a.m. - 4:30 p.m.	\$123
PD1044 /0003	PowerPoint 2010: Beginning	September 11 9:00 a.m. - 3:00 p.m.	\$110 + \$10 Lab Fee
PD5066 /0025	The Leadership Challenge Series Missoula	September 16, 17 & 24 8:30 a.m. - 4:30 p.m.	\$400 + 10% materials fee
PD5059 /0009	State Budget Process	September 16 8:30 a.m. - 4:30 p.m.	\$123
PD4001 /0034	Effective Communication Skills <i>NEW</i>	September 24 8:30 a.m. - 4:30 p.m.	\$123
PD5080 /0005	Evidence-Based Management	September 24 8:30 a.m. - 4:30 p.m.	\$123
PD5031 /0038	Basic Purchasing	September 25 8:30 a.m. - 4:30 p.m.	\$123